

IN THE WORKS

TUNE IN HERE FOR NEWS ABOUT PERSONNEL SYSTEM REFORM IN WASHINGTON

March 2005

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A Great Workforce, Getting Better

PERSONNEL REFORM GETS REAL

Effective July 1, 2005, the new civil service rules and the new labor contracts will change the procedures for managing the state's human resources. This means changing the way the state hires, schedules, compensates, promotes and lays off employees.

The right job for the right person.

Employees are most successful when they are doing a job that matches their skills and interests. By changing the hiring process to focus on the needs of a specific position rather than the general requirements for a broad job class, the new system helps managers hire the best fit for a position.

Agencies will ensure that position descriptions include the right skills and abilities to get the job done. Applicants will know what skills and abilities are being used to select the best candidate for the job. And employees will know what skills they need to develop to qualify for higher-level positions.

Agencies no longer will be limited to considering only seven candidates. For represented positions, the candidate pool will include 20 names, which can include a mix of state and non-state candidates. All qualified candidates may be considered for non-represented positions. This means the hiring manager will have more selection, and employees will have the opportunity to be considered for more job openings.

A better work environment.

The unique nature of each agency's business demands different things of employees and managers. The new system gives agencies more flexibility so that they can better respond to the challenges of changing business needs.

For example, the job classification system is being streamlined so that it can be more responsive to changing workforce, technology, and citizen needs.

WMS RULES UPDATE

The Washington Management Service (WMS) rules are scheduled to be presented for adoption at the March 10 Department of Personnel director's meeting.

Drafts are posted on the Department of Personnel website:

<http://hr.dop.wa.gov/hrreform/rules.htm>

Comments can be made by following the instructions at the end of the document. ★

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That means fewer job classes with broader job descriptions, giving agencies more flexibility in defining work as needs change, and giving employees the chance to develop new skills and advance in their careers.

Negotiating issues that matter.

Historically, state employees bargained with state agencies in more than 100 bargaining units across state government.

Negotiations now focus on the issues that matter to all employees—negotiating pay and health benefit costs, resolving employee relation issues and creating a better environment in which to manage the state's human resources.

Making reform real.

While these reforms will create many improvements in the end, change can be difficult and stressful for all staff. Managers are encouraged to listen and acknowledge the concerns of their employees.

Training now is being offered to help managers and other key staff support their agencies through the transition.

Beginning in March, agencies will have a range of training options to prepare managers for implementation of personnel reform.

First up will be a strategic overview to help managers understand their new responsibilities in human resource management, followed by practical courses on how to apply the new tools and flexibilities in their daily operations.

DOP will offer open enrollment classes as well as work with agencies that want to deliver the content internally and adapt it to their needs.

Thanks to all the teams involved in development and delivery of the reform training. ★

TRAINING MILESTONES

The state is gearing up to make personnel reform a reality. Keep up with our training successes to date (below), as we continue targeting training to the folks who need it *when* they need it.

"Determining Competency through Job Analysis" has successfully trained 348 HR professionals with the team of Eden Teachout, Becky Daniels and Wendy Philbrook. When class attendees were asked "was facilitator knowledgeable and materials presented clearly" 99% agreed or strongly agreed that they were.

"Compensation, Rules, Tools and Applications" has successfully trained 230 HR professionals with the team of Cary Randow, Joan Meyers, Andrea Carlson, Teri Thompson, Joan Hopper, Kris Brophy, Patty Orchard, Mary Rodriguez, Terry Wilson and Bob Murff. When class attendees were asked "was the overall program beneficial for you and your department" 96% agreed or strongly agreed that it was.

"Just Cause" is a program in partnership with Summit Law Group that has successfully trained 338 HR professionals and began training managers/supervisors on February 28th.

"Orientation to Competencies and How to Use them in PSRA" an introduction to competencies delivered as a Webinar by Bob Hahn. An additional 143 participants have registered and viewed this offering online since the beginning of the year.

STATE STEPS UP PREPARATIONS FOR NEW SYSTEM

As Spring 2005 approaches, state agencies are stepping up preparations for enactment of the Personnel System Reform Act in July. At the center of all the activity, the Department of Personnel (DOP) is offering a variety of training and consultation services designed to help agencies in the transition to the new civil service system.

Since the new computer system (HRMS) will be delayed, DOP will use the existing personnel/payroll computer system (PAY1) to implement personnel reform on schedule and continue processing the state payroll for the short term. This is a temporary measure that will require some manual procedures to support the new rules and contracts until the HRMS is in place.

A comprehensive new plan to bring the HRMS on line is being finalized and new implementation dates will be available soon. The top priority for the new plan is to deliver a quality system that meets the state's requirements, works with existing systems and helps the state better manage its human resources. Significant progress towards achieving this goal has already been made and the project is focused on resolving the remaining issues as soon as possible.

Personnel reform is fundamentally about creating an environment that supports more efficient management of the state's human resources. The new computer system is one of many tools that will help us get there. Other tools, such as the new bargaining agreements, rules, and the first phase of the classification plan, are already in place and ready to go for July 1, 2005. ★

Have feedback? Email it to washingtonworks@ofm.wa.gov

*Check out the WASHINGTON WORKS website at
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for more information.*

Use the online [feedback form](#) to comment on any aspect of the reform effort.

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